



*Alexandria Police Department*  
Directive 10.8



## REPORTING GUIDE

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**10.8.01 PURPOSE AND POLICY**

The purpose of this directive is to establish guidelines to indicate when reports must be written, forms to be used for reporting, information required for reports, and procedures to be followed for completing, submitting and processing reports. **[82.2.1]**

It is the policy of this department that an Offense/Incident Report (APD-7) will be initiated by the investigating officer upon receiving information, on-view or otherwise and regardless of the source, concerning criminal complaints. The report is a record of information received and will be used to document the incident, aid the investigating officer, determine appropriate follow-up, assist with prosecution and assist in report writer performance evaluations.

**NOTE:** *At this time, all officers have either been trained to use the electronic reporting system (Report Manager program) or will be in the future. Once an officer is trained to use the electronic reporting system, they must use that to complete reports and not use the forms to complete a hand-written report.*

*Currently, the only groups of employees who do not use the Report Manager program are the Animal Shelter and the Alexandria Office of Sheriff. All other employees are required to use the Report Manager program.*

**10.8.02 RESPONSIBILITIES****[82.2.1.a]****A. Responsibilities of Report Writers:**

1. Conduct a complete and thorough investigation, documenting all steps taken.
2. Complete an offense/incident report if assigned the preliminary investigation. Complete a supplemental report when assisting with an investigation, or when assigned a follow-up investigation, or whenever information that is related to the investigation and that should be recorded comes to your attention. **[41.2.5,a]**
  - a. ALL OFFENSES require an incident report.
  - b. All LOST PROPERTY requires a full report to be written.
  - c. Incidents of lost or stolen passports will be referred to their embassy.
  - d. Complete all applicable blocks as accurately as possible.
    - i. Blocks that do not apply to the reported offense should be left blank.
    - ii. Place a "U" in blocks that do apply, but for which information is unknown.
    - iii. Blocks indicated by shaded triangles in the upper right corner are for Information Services Section (ISS) use only.
  - e. Obtain a case number from Communications and use the same case number on all pages of the report and all supplements to that report. **[82.2.3]**
    - i. Officers supplementing a previous report should ask the dispatcher specifically for the original case number and time.
    - ii. Officers should not use the case number and time listed on their MDB when following up a call for service.

- f. In the rare instances where the Report Manager Program is not used to create a report. The writer will print or type in letters large enough to read, on the appropriate report form using a black, medium point pen or other black ink. Reports written by hand, typewritten, or created using any combination of computer hardware and software must be created to be acceptable as an Alexandria Police Department report.  
(See Note in 10.8.01 above) [82.2.1.d]
  - g. Write the narrative.
    - i. Describe the elements of the offense in the first paragraph.
    - ii. Follow with a chronological, detailed and logically organized description of events.
    - iii. Include all investigative steps taken, even those producing negative results, to avoid duplication of efforts by later investigators.
    - iv. Include statements made by each person involved in the report.
  - h. Ensure the accuracy, legibility, correct grammar, spelling, sentence structure and completeness of the report.
  - i. Ensure all data is recorded correctly. Signing the report is an affirmation by the writer that the report is true, accurate, and correct to the best of his or her knowledge. [82.2.1.e]
  - j. The primary victim or owner should be the first person or business listed on the report. All victims or owners should be listed as such, and should be listed prior to any reporting parties or witnesses. However, the reporting party or witness may be listed first if the owner or victim is unknown.
  - k. Military time will be used whenever time is indicated.
  - l. Only standard abbreviations may be used.
  - m. The use of ten codes in the narrative is prohibited except for direct quotes.
  - n. Opinions of a report writer concerning an investigation must not appear in an original report; they should be included in a separate supplement. Victims have the right to read an original report, but are not normally permitted to review supplements, which are considered confidential.
- 3. Contact a supervisor when a question arises as to the need for a report.
  - 4. Maintain notes adequate for courtroom testimony.
  - 5. Periodically during their tour of duty, check with their supervisor for the purpose of turning in completed reports. [82.2.1,e]
  - 6. Ensure that all of their reports are completed, signed by a supervisor and turned in to ISS prior to the end of their tour of duty. Any notification to ISS regarding reports that will be turned in later must be routed to ISS through the watch commander (or other division commander if applicable) and will be limited to unusual circumstances. [82.2.1.e]
  - 7. Notify ISS of any arrest other than misdemeanor traffic (exception: when traffic warrants have a Warrant/Capias Control Card attached, ISS must be notified of the arrest). In all cases notification must be in a timely manner and prior to the end of the shift.
  - 8. Notify ISS promptly upon verification of a grand larceny auto or recovery of a vehicle (including mopeds).

**B. Supervisors/Reviewers Will Ensure:****[82.2.1.e]**

1. Completed reports are retrieved from report writers periodically during the tour of duty.
2. The report represents a complete and satisfactory investigative effort with a clear and concise description of events, before approving the report. Reviewers must sign and check the status block on only the first page of each report or supplement.
3. All appropriate blocks are completed with accurate information relevant to the type of offense. **[82.2.1.c]**
4. Offenses listed are consistent with supporting facts or data in the report, according to elements of the offense stated in the Virginia Code or Alexandria City Code. **[82.2.1.c]**
5. The report is legible and complete.
6. Persons named in the report are properly identified and their roles specified.
7. All stolen, lost, and/or recovered property is fully and clearly described, with all weights estimated. Exact weight measurement, with the source of measurement noted, may be listed in the narrative.
8. Any referrals have been completed and documented in the report.
9. All supplemental forms applicable to the offense or incident are completed.
10. Spelling, grammar and sentence structure is correct and the report is logically written.
11. The report writer has completed an appropriate preliminary investigation of each incident or offense. **[82.2.1.d]**
12. Follow-up is assigned as indicated by the contents of the report or the need for any further investigation. **[41.2.2.a]**
13. Reports are promptly forwarded to ISS.
14. Necessary attachments are forwarded with the reports to ISS (examples: teletypes, photographs of runaways, executed warrants served as summonses).
15. All reports are submitted prior to the conclusion of the writer's tour of duty. Incorrect or incomplete reports will be corrected prior to the end of the writer's tour of duty. **[82.1.5]**
16. ISS has been notified of all arrests and GLA reports and recoveries.

**C. Order Of Report Forms**

1. When turning in hand-written reports, the forms should be placed in the order indicated below.
 

a. Offense/Incident Report	APD-7
b. Victim Information (A)	APD-7K
c. Witness Supplement (B)	APD-7A
d. Supplement (C)	APD-7J (lined) or 7H (unlined)
e. Suspect/Arrest Report (D)	APD-7B
f. Juvenile Arrest Report (D)	APD-7E
g. Stolen/Lost/Recovered Property (E)	APD-7C
h. Method of Operation & Supplemental Officer Assault Report (F)	APD-7G
i. Domestic Violence Supplement	APD-7F

2. Most original reports will fall within the above order. Supplement reports may fall in this order as well. The letter in parentheses after the form title corresponds to the letter in the bottom right hand corner of the form. Forms should be placed in alphabetical order by this letter. Multiple forms should be placed together and forms that are not applicable should not be used.

D. ISS Responsibilities:

1. ISS personnel will
  - a. Verify that reports bear a supervisor's signature of approval.
  - b. Check reports for accuracy and completeness. If information on the report is incorrect or the report is illegible, etc., an ISS supervisor will attach a copy of the report to a Quality Control Report (APD-7Q) indicating the errors. The report and APD-7Q will then be forwarded, through the case review officer, to the supervisor who approved the report.

E. The Case Review Officer Will:

1. Review all reports for completeness, accuracy and legibility.
2. Upon discovery of an error, *complete an electronic* Quality Control Report (APD-7Q) indicating the errors, and forward the APD-7Q to the approving supervisor *and the reporting officer requesting correction of the error be completed in five (5) days.*
3. Have final authority for the proper title of a report.
4. A log of all APD-7Qs will be maintained on all 7Qs that are issued.
5. Assign follow-up on cases that contain investigative leads and/or need further investigation.
6. The case review officer has the authority to set technical report style guidelines for areas not specifically covered in this directive. Such guideline decisions will be made available *to the report writers.*

- F. The Property Section supervisor will ensure that the forms listed in this directive are adequately stocked in the Report Room.

<b>10.8.03      COMPLETING REPORTS (GENERAL)</b>
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- A. The Department's comprehensive reporting takes many forms, including but not limited to unit records, various internal police forms, electronic records of events, offense/incident reports, and traffic and parking citations. Every incident in one or more of the following categories must be reported in some manner if the incident is alleged to have occurred in Alexandria:
1. Citizen reports of crimes.
  2. Incidents resulting in an employee being dispatched or assigned.
  3. Criminal or non-criminal cases initiated by law enforcement employees.
  4. Incidents involving arrests, citations or summonses. **[82.2.2,a-e]**

B. Ordinarily, a sworn, uniformed officer answers complaints brought to the attention of the Department for investigation. Whether in the field, in person, via TRU, or other circumstances, the employee handling a call for a citizen complaint will conduct a thorough preliminary investigation of the offense or incident. This will involve an interview with the complainant and witnesses to obtain full details as to what happened. The investigating employee should complete all required reports and document each investigative step taken, even those with negative results, so other Department units do not duplicate efforts. Depending on the complexity or gravity of the incident being investigated, the report writer may be required to notify a supervisor and/or a follow-up investigator. Such notification will be promptly accomplished.

C. Incident Report

1. An incident is defined for IBR reporting purposes as: one or more offenses committed by the same suspect or group of suspects acting in concert at the same time and place.
  - a. Acting in concert requires that the suspects actually commit or assist in the commission of the crime(s). The suspects must be aware of and consent to the commission of the offense(s). This is important because all of the suspects in an incident are considered to have committed all of the offenses in the incident. If one or more of the suspects did not act in concert, then there is more than one incident involved.
  - b. Same time and place means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses, which by their nature involve continuing criminal activity by the same suspect(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction. For example: over a period of 18 months, a computer programmer working for a bank manipulated the bank computer and systematically embezzled \$70,000. The continuing criminal activity constituted a single incident involving the crime of embezzlement.
2. The incident report will be used for all reportable events and for those otherwise non-reportable events in which charges may be pending and/or further investigation is necessary. An incident report should also be written for a non-reportable event in which important information needs to be documented or shared with other agency members. Title these reports as "Police Information (Suspected [insert offense])." "Police Information" reports will only be taken when no offense can be confirmed.
3. The incident report form is comprised of six (6) segments. These segments describe the incident, offense, victim, suspect/arrestee, vehicles and property. Each incident report must have at least one incident, and one offense submitted along with the supplement (narrative) page. Each incident report must have at least one victim segment, except when the officer is the reporting party. *In those cases, the victim is listed as "Society/Public".* Depending on the circumstances of each offense, other segments may be required. For every incident involving

more than one offense, victim, and suspect/arrestee, a separate segment should be submitted for each.

4. Shaded areas on the report forms represent elements required by the FBI and Virginia. It is important that report writers complete all shaded areas that are relevant and for which information is available.
5. Codes (check off boxes)
  - a. For situations in which only one code can be used, but two or more codes would be appropriate, use the most specific code. For example, in reporting the robbery of a 7-Eleven store, the location code could be Office Building, Convenience Store or Grocery/Supermarket. Since Convenience Store is the most specific descriptor, it should be used.
  - b. For situations in which more than one code may be used, the maximum number of codes that may be used is listed. For example, in reporting the manufacture and selling of drugs, the type of criminal activity codes would be both cultivate/manufacture/publish and distribution/selling.

#### D. Follow Up Report

1. After a preliminary report is taken, additional information is often obtained, requiring the adding to, modifying or deleting of information recorded earlier. For Virginia Incident Based Reporting System (VIBRS) purposes, a report would need to be updated only if the change would substantially alter the report's statistical significance. However, a report may need to be updated for police purposes that would not effect VIBRS.
  - a. Examples requiring an update: discovery of an additional unreported offense, victim and/or suspect; subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; recovery of stolen property; incorrect entries such as the offense codes, victim's or arrestee's race or sex, or other important data.
  - b. Example of circumstances not requiring updating: the true value of stolen property (\$958) is learned after an estimate (\$1000) was reported.

#### E. Case Status Definitions

1. Open: The case will continue to be investigated.
2. Pending: The case has been investigated, with all relevant information gathered and leads exhausted, all of which have been documented in the report.
3. Terminated: The investigation of a non-criminal incident has been brought to a conclusion, with enough information to determine conclusively the details of the incident and that a criminal offense had not been committed.
4. Unchanged: The case's previous status has not changed.
5. Arrest: An arrest was made relating to the original reported incident and the case has not previously been closed. An offense is "cleared by arrest" or solved for IBR reporting purposes when at least one person is arrested and charged with the commission of the offense. This includes citing adults or juveniles (including booking on information) with direction to appear in court at a future date. The investigation may be completed at this point or it may be continuing. Check arrest, unfounded, or exceptional only once; after that, check the unchanged block.

6. Unfounded: Investigation conclusively shows that the report is found to be false or baseless, or further investigation reveals that the offense did not occur or is reported under another case number. Recovering property or the lack of prosecution does not necessarily unfound a case.
7. Exceptional: In certain situations, police are not able to follow the steps outlined under "clearance by arrest" to clear offenses known to them. In many instances, police have exhausted all leads and have done everything else possible to clear a case.
  - a. To close exceptional, all the following questions must be answered "yes:"
    - i. Has the investigation definitely established the identity of the offender, including the suspect(s) name, DOB or age, sex, and address?
    - ii. Is there enough information to support an arrest? The Commonwealth's Attorney or an assistant should be consulted in felony cases.
    - iii. Do you know the exact location of the offender so that you could take him or her into custody?
    - iv. Is there some reason outside police control that stops you from arresting, charging, and prosecuting the offender?
  - b. Examples of exceptional clearances include, but are not limited to:
    - i. The offender is dead.
    - ii. Extradition is denied, preventing arrest and prosecution.
    - iii. The incarceration of the suspect in another jurisdiction and unavailability for trial on this case.
    - iv. The unavailability or unwillingness by the victim or witnesses to testify in court, or the victim otherwise refuses to cooperate in the prosecution, AND the answer is "yes" to the first three questions above in section "a."
    - v. An opinion from the commonwealth's attorney that the case is chargeable but would not be successfully prosecuted because of evidentiary or other concerns.
    - vi. The handling of a juvenile offender by notice to parents either orally or written, in instances involving minor offenses. No referral is made to Juvenile Court as a matter of publicly accepted police policy.
8. Detox: The suspect was transported to a detoxification facility, and was accepted by the facility.
9. Mental TDO: The suspect was served with a mental detention order
10. Transfer to Other Jurisdiction: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.

#### F. Case Closures

1. VIBRS guidelines permit cases to be closed only once and by one of only three means: arrest, unfounded or exceptional clearance. This does not necessarily mean that the investigation is complete.
2. The recovery of property is not sufficient to clear a case.

**10.8.04 OFFENSE/INCIDENT REPORT (APD-7)**

- A. The Offense/Incident Report (APD-7) is the basic report form used to collect data for most offenses.
- B. When the APD-7 is used as a supplement, the following blocks **MUST** be completed: Original/Supplement, Case Number, Offense, Date/Time Reported (date of supplement, not the original report) and Name (the original victim's name). Use additional name blocks for added names of witnesses. Complete any other blocks as needed.
- C. For recovery of a vehicle previously reported stolen in Alexandria, an APD-7 must be completed to supplement the original report. The vehicle section of the form must be completed along with the blocks mentioned above. Recovery of vehicles stolen from another jurisdiction requires an original report, and all blocks necessary to a basic report must be completed. *Out of Town GLA Recovery reports will be closed "Terminated" if there is no arrest.*
- D. For runaway, missing juvenile, missing person, suicide and attempt suicide reports, the victim will be listed in the NAME block using the appropriate involvement code (I-Code), not in the suspect section. The Virginia Missing Children Information Clearinghouse Report (APD-134) will be completed when taking runaway or missing juvenile reports. The Affidavit for Missing Persons Age 18 or Over Report will be completed when taking adult missing persons reports. See Directive 10.36, Missing Persons, for more information.
- E. **BLOCK DESCRIPTIONS:** Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
1. Juvenile Arrest: check this block if a juvenile arrest is made.
    - a. Reports about a juvenile or his/her property will list the juvenile as the victim or owner.
    - b. The parent or guardian making the report, if any, will be the reporting party.
  2. Original/Supplement: check the appropriate block.
  3. Property Number: *include* the property number if applicable, *in the narrative*.
  4. Case Number: Enter the case number supplied by the dispatcher.
  5. Date(s) of incident: Date(s) of occurrence: If the offense occurred between two dates, enter from date-to-date, e.g., 01/01/00 - 01/10/01.
  6. R: This indicates a broad range of time that cannot be determined at the reporting time, such as the discovery of ongoing criminal activity for which the start time is not clear. In such instances, this block is checked and the fields of Date(s) and Time(s) are left blank. Only the Report Date and Time Received blocks are filled in.
  7. Time(s) of incident: The time(s) of occurrence, use the same format as in block 5, using military time.
  8. Report date: The date the report was received in Communications. Enter month, day, year (01/01/97).

9. Time received: The time the report was received in Communications. Use military time (1300 as opposed to 1:00 PM).
10. Domestic: Check yes if it is a domestic-related offense (not necessarily involving violence), otherwise check no. Also complete an APD-7F in all cases involving domestic violence.
11. Gang related: Check the appropriate box.
12. Offense #: (7 sets) sequential numbers correlating to offenses listed in block 14, below. Check the "A" block if the offense was attempted, or the "C" block if it was committed.
13. UCR Code: (7 sets) For ISS use only.
14. Offense(s) name: The name of the offense(s) or incident(s) being reported. List these in the same order as the offense numbers.
  - a. The elements of each crime being reported must be clearly stated in the narrative.
  - b. When more than one offense is involved in the same incident, the most serious offense must be listed first. Other offenses are then listed in no particular order. Every offense that occurred must be listed.
  - c. If an APD-7 is used as a supplement, the offense listed will be the current offense title, which may differ from the original title if the report has been reclassified.
15. Complainant's Name: The full name of the primary victim, either a business or person (mandatory: last name, first, middle initial or middle name).
  - a. Use the person's legal name, not a nickname.
  - b. Confirm the correct spelling of the name.
16. Location of Offense/Incident: The exact street address where the offense took place; if the incident did not occur at an exact address, then enter the block number and street where it occurred. Any other descriptors serving to pinpoint the location (e.g., street in front of, sidewalk in front of; alley behind) will be included in the narrative.
  - a. Do not list intersections for location unless the offense actually occurred in the street at an intersection.
  - b. If the offense occurs on a business property, indicate the business name as well as its address.
  - c. Only one location per report.
  - d. For recovery of vehicles stolen in the city:
    - i. Insert the jurisdiction of recovery (i.e., Fairfax County, VA or Montgomery County, MD) if the vehicle was recovered in another jurisdiction, along with the exact street address, if known.
    - ii. Use a street address if the recovery was in Alexandria.
17. Apartment Number: The apartment number of the offense location, if applicable.
18. Bias motivated crime: Check the appropriate box(es).
19. Weapon or force used: Check the appropriate box(es). Place an "A" next to the box if the weapon was fully automatic.
20. Type Criminal Activity: check up to three boxes as appropriate.
21. Location code: Check the one most appropriate box.
22. Suspect used: Check the most appropriate box(es).

Vehicle Information Blocks (2 sets on form)

23. Vehicle #: Number vehicles sequentially.
24. Year: The last two digits of the production year of the vehicle. If unsure, enter a range (e.g., 93-95).
25. Make: Manufacturer's brand name (e.g., Chevrolet).
26. Model: Manufacturer's model name (e.g., Corvette).
27. Style: Use only codes listed on the reverse side of the form.
28. VIN: The vehicle identification number. Ensure the number is complete and verify it by checking the number on the vehicle against the number on the listing, if available.
29. License Number: List letters and/or numerals on the license tag.
30. State: The state that issued the license tag; use a two-digit abbreviation listed on the reverse side of the form.
31. Exp: The year the license tag expires.
32. Owner: Enter the I-code of the vehicle's owner. If it is a suspect vehicle, use 1S in this block.
33. Impound/Suspect/Victim: Check the most appropriate block.
34. T/S Color: Enter the primary color of the vehicle if solid color or the top color if two-toned. Use color codes on the reverse side of the form.
35. B Color: Enter the bottom color if the vehicle is two-toned, otherwise leave blank. Use color codes on the reverse side of the form.
36. Additional Description: Any other data that may be helpful in describing the vehicle.
37. P. Loss: Enter the appropriate property loss code, listed in item 60.
38. P. Desc: Enter the appropriate property description code, listed on the back of the Stolen/Lost/Recovered Property form (APD-7C).
39. Value: Enter the amount of damage caused to the vehicle, or value of stolen vehicle. The value of the vehicle will be determined when the information is called in to ISS.
40. Date Recovered: The date a stolen vehicle or property was recovered.
41. VCIN: For ISS use only.
42. NCIC: For ISS use only.

Property Information Blocks (one set on form)

43. Item #:
  - a. List the items in sequential order (on the original APD-7 only).
  - b. When later referring to a listed item, use the item number.
  - c. If the APD-7 is used as a supplement, do not enter an item number unless the item is recovered or changed, or unless you are certain of the correct number.
  - d. If there is only one item of property it will be listed here. If there is more than one item, the first one may be listed here or they all may be listed on the property sheet (APD-39).
44. Add/Modify/Delete:
  - a. Add - for new or additional property. Not for when adding serial numbers or other descriptors to property previously reported.
  - b. Modify - used to modify property previously reported.
  - c. Delete - to remove an item from the database (i.e., an item was originally

- reported stolen but was later discovered not to be stolen).
45. P. Loss: Enter the appropriate property loss code listed below on the form (see item 60).
  46. P. Desc: Enter the appropriate property description code, listed on the back of the Stolen/Lost/Recovered Property form (APD-7C).
  47. QTY: Enter the quantity of items.
  48. Item Type: An explicit description of the item. For further information on describing items and whether items should be listed individually or grouped as one item, see section 10.8.10 for specific instructions on completing the APD-7C.
  49. Brand Name: The manufacturer's name.
  50. Model: Manufacturer's model name or number.
  51. Serial Number: The manufacturer's number found on the item.
  52. Owner: Enter the I-code of the item's owner.
  53. Additional Description: List any unusual characteristics or markings peculiar to the item.
  54. Drug Type: The type of drug seized.
  55. Drug Meas: The type of measurement used (for example: grams).
  56. Value: An estimated dollar amount must be entered, rounded to the nearest dollar. Enter the purchase price, if known, or an estimated value. Use the value of \$1.00 for each credit card, ATM card, debit card, or stolen check (regardless of whether the check is filled out).
  57. Recov. Date: The date the item was recovered.
  58. VCIN: For ISS use only.
  59. NCIC: For ISS use only.
  60. P. Loss Codes: For reference only; codes for entry in block 45, above.

*Additional Blocks on form*

61. Other Agency Notified: List any agency outside this Department that was notified, e.g., FBI, Va. State Police, Child Protective Services, Fire Dept., and the person notified.
62. Follow-Up By: Enter the name of the person or appropriate unit that will follow-up.
63. ISS Notified: The name of the person notified and the date and time of notification of stolen vehicles, and stolen vehicle recoveries (in-state and out-of-state). Note: a new (original) case number is needed for recovery of vehicles stolen from other jurisdictions.
64. ID Requested: Check the appropriate block.
65. Ref Case No.: Enter any related case number(s).
66. Basis for Exceptional Clearance: Check appropriate box.
67. Officer: Report writer's name.
68. Ser.: Report writer's serial number.
69. Div.: Report writer's assigned division, section or unit. Use TRU if the report was taken while assigned permanently or temporarily to the Information Desk or TRU.
70. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report. Only the first page of multiple pages must be signed.
71. Status: A supervisor may check the appropriate block (necessary only on the first page if there is more than one page).

72. Dist.: Distribution code; for ISS use only.
73. Rev.: Reviewer code; for ISS use only.
74. Exceptional Clearance Date: The date the case was closed exceptionally.
75. Page (x) of (y): The page number of that particular page plus the total number of pages in the report. The number of pages should include only forms in the APD-7 series (APD-7 through APD-7F), not additional/alternative forms such as the APD-1, 15A, and 134, nor the SP-187 or 194.

<b>10.8.05</b>	<b>VICTIM INFORMATION (APD-7K)</b>
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- A. One Victim Information form (APD-7K) will be used for each victim.
- B. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
  1. Original/Supplement: Check the appropriate block.
  2. Case No.: The case number supplied by the dispatcher or on the APD-7.
  3. Original Offense: the offense indicated on the APD-7.
  4. Original Complainant's Name: The name of the complaint as it is listed on the APD-7.
  5. Date of Report: The date this form is completed.
  6. Victim #: Sequential person number.
  7. Last/business name/First/Middle: The name of the complainant or primary victim (person or business).
  8. SSN: this victim's social security number.
  9. DOB: this victim's date of birth.
  10. Address: The address of the person or business in block 7.
  11. Home phone: Include the area code.
  12. Work phone: Include the area code.
  13. Occupation: Victim's type of work.
  14. Place of work: Where this victim is currently employed.
  15. Relationship of this victim to offenders: Check relationship under appropriate offender number. The boxes reflect who the victim was to the offender.
  16. Sex: Check appropriate box.
  17. Ethnic: Check appropriate box.
  18. Race: Check appropriate box.
  19. Age: Enter the exact age or an estimated age range and check the appropriate box.
  20. City resident: Check appropriate box.
  21. Victim type: Check appropriate box.
  22. Victim injury: Check a maximum of 2 appropriate boxes.
  23. This victim related to which offenses: Check the corresponding offense number that relates to the victim. For example, if a woman was raped while the suspect was also robbing the store, but she was not robbed, she would only relate to the offense of rape, and the business would only relate to the offense of robbery.
  24. Aggravated Assault/Homicide Circumstances: If this person is a victim of an aggravated assault or homicide, check the appropriate box relating to this victim.

25. Additional justifiable homicide circ: Check one if appropriate.
26. Narrative: Additional information as appropriate.
27. Officer: Writer's name.
28. Ser. No.: Writer's serial number.
29. Div.: Writer's assigned division or shift.
30. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report; required only on the first page.
31. Status: A supervisor will check the appropriate block. Use unchanged status if the case was closed previously.
32. Dist.: For ISS use only.
33. Rev.: For ISS use only.
34. Page (x) of (y): The page number of that particular page plus the total number of pages in the report.

<b>10.8.06</b>	<b>WITNESS SUPPLEMENT (APD-7A)</b>
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- A. This supplement is used to record:
  1. Witness information.
  2. Officer information in cases where the officer is the reporting party (personal information is voluntary).
  3. Reporting party information when the reporting party is not a witness.
- B. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. Blocks are not numbered on the form itself.
  1. Original Report Date: self-explanatory.
  2. Original/Supplement: Check the appropriate block.
  3. Case Number: Indicate the case number as it appears on the original APD-7 or APD-7B.
  4. Original Offense: The offense as it appears on the APD-7 or APD-7B.
  5. Original Complainant's Name: The name of the complainant as listed on the APD-7.
  6. Date of report: The date this form is completed.

*Witness Information Blocks (6 sets)*

7. Name: The full name of the witness.
8. I-Code: Choose the code that most accurately describes the relationship of the person to the incident; use only the codes on the reverse side of the form.
9. Enter the address of the witness.
10. Home Phone: include the area code.
11. Work Phone: include the area code and extension, if applicable.
12. DOB: The witness' date of birth; list as month, day, then year.
13. SSN (optional): The witness' social security number.
14. Age: Exact age in years. If age is refused, estimate with a range (e.g., 20-25).
15. Sex: M or F.
16. Race: Use only the codes listed on the reverse side of the form.
17. Ethnic: Use only the codes listed on the reverse side of the form.
18. Occupation: List the specific type of work the person usually does, whether

currently employed or not.

19. Place of work: The name and address of the business at which the witness works.

*Additional Blocks on form*

20. Blank area: for further information, if needed.
21. Officer: Report writer's name.
22. Serial Number: Report writer's serial number.
23. Div.: Report writer's assigned division, section or unit. Use TRU if the report was taken while assigned permanently or temporarily to the Information Desk or TRU.
24. Supervisor Approval/Serial #: The name and serial number of the approving supervisor.
25. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
26. Dist.: For ISS use only.
27. Rev.: For ISS use only.
28. Page (x) of (y): The page number of this particular page and the total number of pages in the report.

<b>10.8.07      SUPPLEMENT (APD-7J, lined, and APD-7H, unlined)</b>
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- A. The APD-7J and the APD-7H forms are identical except that the 7J is lined in the narrative section and the 7H is unlined.
- B. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
1. Original/Supplement: Check the appropriate block.
  2. Case No.: The case number supplied by the dispatcher or on the APD-7.
  3. Original Offense: The offense indicated on the APD-7.
  4. Original Complainant's Name: The name of the complaint as listed on the APD-7.
  5. Date of Report: The date this form is completed.
  6. Narrative: used to document supplemental information or for continuation of the narrative from other report forms.
  7. Corrected Offense: Enter the corrected offense title, if the supplement addresses an error or change to the report title.
  8. Corrected Complainant: Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
  9. Basis for Exceptional: Check the appropriate box(es).
  10. Officer: Report writer's name.
  11. Ser. No.: Report writer's serial number.
  12. Div.: Report writer's assigned division, patrol shift or unit.
  13. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report.
  14. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
  15. Dist.: For ISS use only.

16. Rev.: For ISS use only.
17. Except. Clear Date: The date the case was closed exceptionally.
18. Page (x) of (y): The page number of that particular page plus the total number of pages in the report.

<b>10.8.08      SUSPECT/ARREST REPORT (APD-7B)</b>
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- A. This form is used to record the descriptions of suspects or arrested persons. Only one suspect or arrested person will be listed on each form. The description entered should come from the best source. *There is an electronic version of this form available in the Narrative section of the electronic Report Manager program. The electronic version should be used on all arrests when an electronic report is completed. The suspect block should contain a complete description of the suspect.*
- B. For any case in which descriptions from different people vary significantly, and for all felony cases, separate forms should be completed showing each witness's or victim's description of each suspect, clearly identifying which witness or victim provided the description. Major differences in descriptions given by witnesses should be explained in the narrative.
- C. If the description consists of no more than race, sex and approximate age, this form is not required; that information may be included in the narrative of the report, except as explained below.
  1. An APD-7B must be completed for all criminal arrests (except juvenile arrests, which require the completion of an APD-7E in lieu of the APD-7B), all felony traffic arrests, all DWI arrests, habitual offender traffic arrests, and any traffic arrests to close an offense report (e.g., hit & run).
  2. The APD-7B is required to describe suspects in all felony cases and in all sex offenses, even when no arrest has been made.
- D. This form should also be used to document the following:
  1. Detox Arrest: A suspect is transported to a detoxification facility and was accepted by the facility.
  2. Mental TDO: The suspect was served with a mental detention order.
  3. Transfer to Other Jurisdiction: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.
- E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
  1. Original/Supplement: Check the appropriate block. The supplement block should be marked only if there is an existing APD-7.
  2. Career Criminal: Check the appropriate block. Career criminal information is available from ISS. See Directive 10.2, Career Criminals for more information.
  3. Gang Related: Check the appropriate block.
  4. Case Number: Enter the number supplied by the dispatcher or the case number listed on a warrant. If this is a supplemental report, use the case number from the original APD-7.

5. Offense/Incident: List the offense from the original APD-7 or, when used to record an arrest for which there is no previous report, indicate the most significant offense charged. If fail to appear, or fail to comply, indicate FTA or FTC and original charge (e.g., FTA/Assault and Battery, or FTC/Assault and Battery). If the arrest is for another jurisdiction, regardless of whether the arrest is by warrant, teletype or other means, write "Foreign Warrant" and list the original charge.
6. Complainant's Name: The name of the original victim/reporting party (01) as it is listed in the original APD-7. On arrests without an APD-7, use the complainant listed on the summons or warrant or, if an officer initiated the arrest without the involvement of others, use the officer's name. For Alexandria *court-issued Failure To Appear warrants (FTAs)* note the original complainant, not the officer or court issuing the FTA warrant. For foreign warrants, note the court of jurisdiction as the complainant (e.g., Fairfax County General District Court).
7. Date/Time: The date and time of the original offense, not the date and time of the arrest.
8. Address: The address (street, city, state and zip code) of the person in block 6.
9. Home Phone: Include the area code.
10. Work Phone/Ext.: Include the area code.
11. Suspect #: Use a separate APD-7B for each suspect, numbering the suspects sequentially.
12. Suspect Name: Last, first, middle.
13. AKA: Alias or nickname if available (very important).
14. Arrested: Check the appropriate block.
15. Resident address: The suspect/arrested person's street address.
16. Apt: If applicable.
17. City: Self-explanatory.
18. State: Self-explanatory.
19. Zip: Self-explanatory.
20. DOB: Date of birth (mandatory if known).
21. Home Phone: Include the area code.
22. Work Phone/Ext.: Include the area code and any extension.
23. DL No.: Driver's license number.
24. DL State: Driver's license issuing state; use two-letter abbreviation.
25. SSN: Social Security Number (optional).
26. Arrest location: The exact location of the arrest (e.g., 400 N. Pitt Street).
27. Occupation: List the specific type of work the person usually does, whether currently employed or not.
28. Place of employment: Name and address of work place. If there is insufficient space write "see narrative" and place the information in the narrative.
29. Arrest Type: Check the appropriate box. Explanations of the types are on the reverse side on the form.
30. Sex: Check the appropriate box.
31. Ethnic: Check the appropriate box.
32. Race: Check the appropriate box.
33. Age: Enter the exact age in years (do not include fractions), or an age range, or

- check the appropriate box.
34. Place of Birth: Indicate the city, county, state or country of birth.
  35. UCR Arr. Code: For ISS use only.
  36. Offense Name: name of the most serious offense.
  37. Charge Code: The most serious charge only. Use only the code number (e.g., 18.2-95). Any additional charge codes should be placed on the first line of the APD-7B narrative, along with any other additional charges (e.g., Simple Assault - 18.2.57; FTA/Assault - 19.2-128).
  38. Weapons at arrest: Check a maximum of 2 boxes; enter an "A" next to the box if the weapon is automatic.
  39. Date/Time of Arrest: The date and time the arrest took place (very important for VIBRS purposes).
  40. Arrest Transact: If a custodial arrest, enter the *AJIS* identifier, also referred to as the suspect's "A number." If the suspect is released on a summons (VUS), enter the VUS number.
  41. Type arrest activity: Check up to 3 boxes.
  42. Ar. drug type: Check up to 3 boxes.
  43. City Resident: Check appropriate box.
  44. Height: Enter the suspect's height in feet and inches.
  45. Weight: Enter the suspect's weight in pounds.
  46. Description blocks: check the appropriate block(s) in each category. Enter a concise description of any tattoos and scars/birthmarks in the space provided under those categories.
  47. Clothing description: Complete description of clothing worn.
  48. Narrative: May be used for a brief statement of facts or continuation of the narrative if needed.
  49. ISS Notified: Indicate the date and time of notification and the person notified of the arrest.
  50. Officer: Writer's name.
  51. Serial Number: Writer's serial number.
  52. Division: Writer's assigned division, section or unit.
  53. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report.
  54. Status: A supervisor will check the appropriate block.
  55. Dist: For ISS use only.
  56. Rev: For ISS use only.
  57. Page (x) of (y): The page number of that particular page and the total number of pages in the report.

**10.8.09 JUVENILE ARREST REPORT (APD-7E)****[82.2.1,b,c&d]**

- A. This form will be used instead of the APD-7B for all arrests of juveniles. Use of this form will ensure that juvenile arrests are promptly brought to the attention of staff at the Juvenile and Domestic Relations Court and Youth Services personnel in the Criminal Investigations Section.

- B. The form also captures certain information (e.g., gang affiliation, probation status) that enhances the Department's ability to track and prosecute juvenile offenders, particularly those eligible for inclusion in the SHOCAP program.
- C. There is no change in the procedure for recording juvenile suspects on the APD-7B. Information required on this form is similar to that required on the APD-7B in most cases; however, the narrative should include the elements of the offense, much the way adult warrants are written. Example: On January 11, 1990 Robert Green did steal a bicycle, valued at \$350 from 315 King Street, the bicycle being the property of John Freer.

<b>10.8.10      STOLEN/LOST/RECOVERED PROPERTY (APD-7C)</b>
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- A. The Stolen/Lost/Recovered Property form is used to report stolen, lost or recovered property.
- B. As detailed a description as possible should be given to assist investigators in locating stolen property or identifying the owners of recovered property.
- C. Items considered part of a set should be listed as one item, with a combined value for the set (e.g., socket wrench set, Sears Craftsman ¼" drive, with sockets from ¼" to 1", valued at \$45; tea set. antique porcelain teapot & 4 cups, blue & white design, valued at \$175).
- D. Individual, identifiable items with significant value should be listed separately, listing as many descriptors as possible. Some examples follow.
  - 1. Type: ring, wedding band, Brand: Gold, Model: Men's size 10, Additional: "WJF" and "5/15/63" inside, Value: \$150.
  - 2. Type: ring, class, Brand: American University, Model: 1976, Additional: men's size 10 1/2, Value: \$325.
  - 3. Type: necklace, cultured pearl, Additional: 8mm pearls, 18" long, Value: \$800.
  - 4. Type: earrings, cultured pearl (1 pr.), Additional: single pearl for each ear, 8 mm, matches necklace above, Value: \$200.
  - 5. Type: vanity set, women's, Additional: sterling silver, includes hairbrush, comb & mirror, initials RBF on each, Value: \$100.
  - 6. Type: shirt, men's dress, Brand: Alexander Julian, Model: Oxford, Additional: LSL, button-down, size 15 x 33, initials BCR on left sleeve, Value: \$85.
  - 7. Type: shirt, men's dress, Brand: Polo, Additional: Spread collar, WHI, size 15 x 33, Value: \$40.
- E. Items with serial numbers or unique owner-applied numbers, even if the number is currently unknown, must be listed separately.
- F. Items with the same basic description, without notable distinguishing features, should be grouped as one item. Some examples follow:
  - 1. Shirts, 5 men's dress, brand unknown, size 16 x 34, 2 blue, 3 white, valued at \$15 each.
  - 2. Watches, 3 men's, Timex with silver bands, valued at \$45 each.
  - 3. Earrings, 12 pairs, NFD, valued at \$10 each.

- G. Related items with little value contained within another item should be listed as one item (e.g., cosmetic case, blue, containing various cosmetics, brush and comb, valued at \$15; wallet, folding brown vinyl, containing personal papers but no cash or credit cards, valued at \$10).
- H. Related items with distinct descriptors and/or significant values should be listed as separate items. Some examples follow.
1. Tool box, Montgomery Wards, red metal hip roof, valued at \$95, containing the following:
    - a. Screw driver w/bit set, rechargeable, valued at \$45.
    - b. Wrench set, Craftsman, combination box/open end, metric sizes 5 to 16 mm, initials RJM inscribed on each wrench, valued at \$35.
    - c. Hammers, claw w/wood handles, NFD, 3 valued at \$5 each.
    - d. Hand tools, assorted screwdrivers, files, and others, NFD, valued at \$50.
  2. Camera, Leica 35 mm, serial # unk., valued at \$350.
    - a. Camera case, brown leather for Leica camera, valued at \$55.
    - b. Lens, telephoto, for Leica camera, valued at \$140.
  3. Purse, black leather Aigner with two straps, valued at \$135.
    - a. Wallet, blue leather, valued at \$20.
    - b. Currency, U.S., various denominations, valued at approximately \$75.
    - c. Operator's License, Virginia, in the victim's name.
    - d. Credit Card, Mobil #4361-052-059-654.
    - e. Credit Card, VISA #4745-049-659-5432.
- I. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
1. Property Number: Enter the property number, if applicable to the case.
  2. Original/Supplement: Check the appropriate block.
  3. Case Number: Enter the case number supplied by the dispatcher or from the original APD-7.
  4. Offense/Incident: Indicate the offense as listed on the APD-7.
  5. Complainant's Name: The complainant's (01) full name as listed on the APD-7. If lost city property, specify the appropriate department's name. For example: Fire Department, Police Department, etc. Do not list "department of," "city," or "Alexandria" in front of the department name.
  6. Date/Time: The date and time this form is completed.
  7. Complainant's Address: Use only when reporting lost property.
  8. Home Phone: Use only when reporting lost property.
  9. Work Phone: Use only when reporting lost property.

*Property Description Blocks #10-26 (8 sets)*

10. Item #: List the items in sequential order. If the APD-7C is used as a supplement, and you are adding items, do not number the items unless you are certain of the correct numbers to use. If you are changing or deleting items, use the item number given originally.
11. Add/Modify/Delete
  - a. Add - for new or additional property.

- b. Modify - used to modify property already reported.
- c. Delete – use to remove the item from the database.
- 12. P. Loss: Enter the appropriate property loss code from the list below in block 31.
- 13. P. Desc: Enter the appropriate property description code from the list on the reverse side.
- 14. QTY: Enter the quantity of the item.
- 15. Item Type: List the generic type of item only. For example, “wallet” rather than “blue leather wallet.”
- 16. Brand Name: The manufacturer's name.
- 17. Model: The manufacturer's model name or number.
- 18. Serial Number: The manufacturer's number on the item.
- 19. Owner: Indicate involvement code of the property's owner from the APD-7.
- 20. Additional Description: Enter additional description of the property, being as concise as possible. For example, list the item's color, material type, or other description, and any unusual characteristics or markings peculiar to the items (important when trying to trace recovered property to the owner).
- 21. Drug Type: Enter the appropriate letter code for the type of drug, listed on the back of the form.
- 22. Drug Meas: The type of measurement used (for example: grams).
- 23. Value: The estimated value given by the complainant, if known, or an estimated value if the exact value is unknown.
- 24. Recov. Date: Enter the date the stolen property was recovered.
- 25. VCIN: For ISS use only.
- 26. NCIC: For ISS use only.

*Additional Blocks*

- 27. Number of Vehicles Stolen: enter the total number of vehicles reported stolen in the report.
- 28. Number of Vehicles Recovered: enter the total number of vehicles reported recovered in the report.
- 29. Total Value Loss: Enter the total value in dollars of property with a loss code of 2,3,4,7 or L.
- 30. Total Value Recovered: Enter the total value of property with a loss/recovery code of 5 or 6.
- 31. Type Property Loss: Property loss codes for use in block 12 are listed here for reference.
- 32. Narrative: Any additional information or continuation of the narrative from a previous page.
- 33. Officer: Writer's name.
- 34. Ser.: Writer's serial number.
- 35. Div.: Writer's assigned division or shift.
- 36. Supervisor's Approval/Serial #: The name and serial number of the supervisor approving the report (required only on the first page of the report).
- 37. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.03.E.
- 38. Dist.: For ISS use only.
- 39. Rev.: For ISS use only.

40. Page (x) Of (y): The page number of that particular page plus the total number of pages in the report.

<b>10.8.11</b>	<b>METHOD OF OPERATION &amp; SUPPLEMENTAL OFFICER ASSAULT REPORT (APD-7G)</b>
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A. This form is used for:

1. Homicides;
2. Sex crimes (including peeping toms);
3. Robberies (including grand larceny from person);
4. Burglaries (except burglaries of storage bins or non-attached garages);
5. Officer assaults, whenever an officer is assaulted, regardless of the circumstances or title of the original report;
6. Attempts of the above offenses; and
7. Any other offense that the supervisor or report writer deems necessary.

B. A separate form will be completed for each suspect.

C. If a category is not applicable to an offense, leave it blank.

D. This form does not eliminate the need to describe the chronological sequence of events in the narrative of the report.

E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. Original report date: Self-explanatory.
2. Original/Supplement: Check the appropriate block.
3. Case No.: The case number supplied by the dispatcher or on the APD-7.
4. Original Offense: The offense indicated on the APD-7.
5. Original Complainant's Name: The name of the complaint as listed on the APD-7.
6. Date of Report: The date this form is completed.
7. *CATEGORIES*
8. If an "other" descriptor is selected, write in a description on the line to the right, if any. Select the most appropriate description and place a check mark through the appropriate block(s).
9. Premises: Indicate the one that most accurately describes the type of premises where the crime was committed.
10. Alarms: Place a check mark in the one appropriate block.
11. Sex Crimes Only: Select as many descriptors as are applicable. Information necessary to complete this block should come from the interview with the victim and not phrased as specific questions. The only specific questions necessary are those that establish the offense. Once the offense is established, details should not be asked in the initial interview. The details will be left for the investigator's interview. This will prevent the victim from having to repeat details of the offense. The investigator will complete a supplemental MO Sheet when additional information is obtained.
12. Children Only: For juvenile victims, otherwise the same instructions as for #9

above.

13. Method of Entry: Indicate the best description for the method the suspect used to gain or attempted to gain entry.
14. Tools: Indicate the one most appropriate type of tool used in the offense.
15. Point of Entry: Indicate the one most likely point of entry.
16. Means of Escape: Indicate the method used in the escape that most closely describes the means, if known.
17. Target of Offense: Indicate the one most appropriate.
18. Burglary:
  - a. # Premises entered: if one of the offenses reported is burglary or statutory burglary, record the total number of premises entered.
  - b. Forced entry: check the appropriate block.
19. Weapons: Indicate the type of weapon used or possessed by the suspect. If one suspect has more than one weapon choose the most significant one.
20. Trademarks: Select as many trademarks as are applicable.
21. Victim Was: Select as many as are applicable.
22. Victim Forced to: Select as many as are applicable.
23. Gun Carried in: select appropriate box.

*For Officer Assaults Only*

24. This is to be completed when one or more officers are assaulted, even if the officer(s) does not receive any injury.
25. Officer Name: Enter the name of the officer assaulted.
26. Victim Seq. #: Enter the I-code for the officer assaulted.
27. Suspect or Arrestee Seq #: Enter the S-code for the suspect involved in the assault.
28. Assault Status: Check the appropriate box. "C" indicates the report has been cleared by arrest or exceptional closure. "P" indicates the investigation is till active or not closed.
29. Officer Assignment/Activity chart: Check the appropriate descriptor for the status of the officer involved in the assault.
30. Type of Weapon: check the appropriate box.

*Additional Blocks*

31. Officer: Report writer's name.
32. Ser. No.: Report writer's serial number.
33. Div.: Report writer's assigned division, patrol shift or unit.
34. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report.
35. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
36. Dist.: For ISS use only.
37. Rev.: For ISS use only.
38. Page (x) Of (y): The page number of that particular page plus the total number of pages in the report.

**10.8.12 DOMESTIC VIOLENCE SUPPLEMENT (APD-7F)**

- A. This form is required for all domestic violence cases, in addition to the APD-7, regardless of whether an arrest is made.
- B. This form is used to capture additional information that will assist in preparing the case for prosecution; in some cases prosecution will go forward without testimony from the original complainant, and the information captured in the APD-7F may very well determine whether the case is prosecuted.
- C. Report writers should use the back of the form as a checklist to ensure that all necessary tasks are completed and articulated in the report.
- D. **BLOCK DESCRIPTIONS:** Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
1. Original/Supplement: Check the appropriate block.
  2. Case No.: The case number supplied by the dispatcher or on the APD-7.
  3. Original Offense: The offense indicated on the APD-7.
  4. Original Complainant's Name: The name of the complaint as it is listed on the APD-7.
  5. Date this report: The date this form is completed.
  6. Defendant Profile: Fill in the blanks or check appropriate blocks and add a concise description of the suspect's statement.
  7. Victim Profile: Fill in the blanks or check appropriate blocks and add a concise description of the victim's statement.
  8. Corrected offense: Enter the corrected offense title, if the supplement addresses an error or change to the report title.
  9. Corrected Compl. Name: Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
  10. Officer: Report writer's name.
  11. Ser. No.: Report writer's serial number.
  12. Div.: Report writer's assigned division, patrol shift or unit.
  13. Supv. Approval: The name of the supervisor approving the report.
  14. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
  15. Dist.: For ISS use only.
  16. Rev.: For ISS use only.
  17. Page (x) Of (y): The page number of that particular page plus the total number of pages in the report.

**10.8.13 FIELD CONTACT/INTERVIEW CARD (APD-15A)**

- A. The APD 15A card is used to:
1. Record field contacts, interviews and observations of suspects, known criminals, suspicious persons, and others whom an officer feels should be brought to the attention of the Department for official documentation. Probable suspects to a reported crime should be listed on an APD7B as part of the incident report or

supplement. The 15A card is intended only for documenting true field contact/interview situations and not for circumventing the normal reporting process.

2. Record contacts with persons ascertained to be in a probation or parole status, as confirmed by a wanted check through *AJIS*. Officers will record the person's probation or parole status, and note all pertinent circumstances of the contact, for review by CIS and possible forwarding to the Office of Adult Probation and Parole. These contact cards may be useful in determining violations of parole or probation conditions or restrictions.
3. Record when an officer encounters a juvenile listed in SHOCAP under circumstances indicative of possible criminal activity. Officers will immediately bring to the attention of the SHOCAP Coordinator any known or possible candidate for SHOCAP status (see Police Directive 10.17A).
4. Record field observations when some information required on contacts will not be available. In such instances, the narrative must show that the card was made on an observation without contact between the officer and the person.
5. Record the custodial transport of a suspect who is later released without charges.

**B. Completion of 15A Cards**

1. The 15A cards are to be filled out in legible block printing as completely as the circumstances will allow. The reduced size of the cards makes the clarity of the handwriting very important. Unclear handwriting may cause inaccurate and unusable data entry information.
2. Do not use 10-codes on 15A cards.
3. The box marked "Scars, Marks, Tattoos" includes "Other Identifiers." Report writers should include distinguishing characteristics in this block such as teeth, speech, deformities, etc. If more room is needed, the narrative can be used.
4. The box marked "Reason for Contact" should be completed with two to three words such as "Drug Suspect," "Larceny Suspect," etc.
5. The narrative should start on the back of the card.
6. A supervisor will ensure the 15A card is complete and then sign in the box provided.
7. The box for Page \_\_\_\_ of \_\_\_\_ must be completed; it is especially important when more than one person is stopped.
8. Associates' names should be entered in the boxes on the back of the card.
9. The "Hair" box is for hair color. The box next to it marked "Style" is for any further description of the hair.
10. When 15A cards are completed on possible suspects it is important to note:
  - a. What brought the suspect to your attention?
  - b. A description of the offense. When the offense has been reported to the police describe it as well as possible (e.g., Park Fairfax rapist, King Street burglary suspect, Sizzler Steak House robbery suspect, etc.) This should be noted in the narrative. Include the case number if known. If information is substantial enough to indicate that the suspect was probably involved in a particular offense, a supplement to the original offense report should be completed.

- c. In what way does the suspect match a description (if applicable)?
11. Most common errors in completing the 15A card are omission of the following items:
- a. Date and time of contact. \*
  - b. Location of contact. \*
  - c. Officer's serial number. \*
  - d. Name, address and telephone number of a juvenile's guardian.
  - e. Age of juvenile (DOB).
  - f. \*Items a-c must be completed before information can be entered into the records management system.

C. Officer Responsibilities

1. Officers will ensure that all available information is put on the 15A cards.
2. Completed 15A cards will be turned over to a supervisor for review and approval, and will be turned in to ISS prior to the end of the officer's shift.
3. *Officers are encouraged to complete all the 15A information electronically on the MDBs and only use the paper version when the electronic version is not available.*

D. Supervisor Responsibilities

1. A supervisor will review and sign each card prior to it being placed into the marked basket located in the mailroom.
2. Supervisors will periodically conduct roll call training on the use, completion, and review of these cards.

E. Data Entry/Distribution

1. The person entering the data into the computer will:
  - a. Retrieve the 15A cards from the mailroom.
  - b. Assign the appropriate census tract numbers on each card.
  - c. Review and enter the 15A card information into the appropriate computer program.
2. Any illegible, incomplete or incorrect 15A card will be returned to the officer's supervisor to be corrected.
3. Make four copies of each 15A card, then distribute 3 copies to CIS and one copy to Probation and Parole.
4. Search 15A cards for juveniles, and make copies and forward to the youth resource officer.
5. Chronologically file the original 15A cards in a file box located in CIS.
6. Officers who have a need to review or copy an original 15A card may contact any member of CIS. Patrol commanders or their designees will be provided access to CIS in case an original 15A card is needed when CIS is closed.
7. Numerous persons have been trained in the use of the records management system and these individuals may be contacted for access to the "Field Contact File" in this system. The Patrol Sector 2 commander will ensure that a list of trained personnel is posted and maintained on the bulletin board in the Patrol Administration area.

<b>10.8.14</b>	<b>VIRGINIA MISSING PERSON CLEARINGHOUSE REPORT (SP-67)</b>
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- A. In addition to the required APD-7, any employee taking a Missing Person (Adult) report will complete form SP-67 (VA Missing Person Clearinghouse Report) and have the complainant sign it. This is required in order to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing. For adults declared emancipated as defined by the laws of his/her state of residence, the written documentation must be signed by a source other than the Department, such as a parent, legal guardian, next of kin, physician, or other authoritative source including a friend or neighbor in unusual circumstances (see the NCIC Operating Manual for further information).
- B. ISS and/or Criminal Investigations staff will determine whether to enter the missing person into VCIN/NCIC based on all available information, and upon technical requirements of the computer system. Employees should not inform the reporting party or other interested person that the missing person will be entered into the system until that determination has been officially made.
- C. Supervisors will ensure that a form SP-67 accompanies all adult missing person reports before approving the report for submission.

<b>10.8.15</b>	<b>VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE REPORT (SP-183)</b>
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- A. In addition to the required APD-7, any employee taking a Missing Person (Juvenile) report will complete a Virginia Missing Children Information Clearinghouse Report (SP-183) and have the complainant sign it. This is required in order to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing.
- B. Additional information on the use of this form and handling Missing Person (Juvenile) cases may be found in Police Directive 10.17, Juvenile Procedures (see 10.17.08).

<b>10.8.16</b>	<b>VIRGINIA FIREARMS CLEARINGHOUSE REPORT (SP-187)</b>
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- A. When a firearm is seized, forfeited, found or otherwise comes into the possession of an employee of this Department, and when such firearm is believed to have been used in the commission of a crime, the employee will complete a Virginia Firearms Clearinghouse report (SP-187). This requirement is pursuant to the creation of the Firearms Clearinghouse under Virginia Code Section 52-25.1.
- B. The SP-187 is a blue form consisting of two pages: the original (top copy) will be forwarded to the Virginia State Police by ISS; and ISS will send the second page (bottom copy) to the Property Section.
- C. Instructions for the proper completion of the SP-187 are on the back of each page.
- D. Any employee who takes possession of a firearm under the prescribed circumstances will:
  - 1. Complete blocks #1 through 35 (except blocks #2, #3, #5 and #21) on the form.
  - 2. Complete as much of the remaining portions of the form as possible. (Block #20, L/E Possession Date - stands for the date the firearm came into law enforcement possession. Block #38, FFL Number - stands for the federal firearms license number of the original purchase dealer, which should be on the purchase papers if the owner still has them.)
  - 3. Note on the Property Sheet (APD-39) whether the SP-187 has been completed or is not needed.
  - 4. Deliver the firearm to the Property Section in accordance with Police Directive 10.28, Property and Evidence.
- E. The approving supervisor will attach the SP-187 to the Police Incident Report (APD-7) and forward to ISS.
- F. ISS personnel will make the VCIN entry based on the information contained in the SP-187 and complete blocks #2, #3 and #5.
- G. ISS will forward the SP-187 to the Property Section for retention until the disposition of the firearm.
- H. When the firearm is disposed of, Property Section personnel will complete block #21, and forward the SP-187 to the police chief (or designee) for signature (block #74).
- I. After signing the form, the police chief (or designee) will forward the completed SP-187 to ISS.
- J. ISS will send the original to Virginia State Police and file the copy with the APD-7.

<b>10.8.17</b>	<b>VIRGINIA LOST/STOLEN HANDGUN REPORT (SP-194)</b>
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- A. When an employee of this Department takes a report of a lost or stolen handgun, the employee will also complete a Virginia Lost/Stolen Handgun Report (SP-194). Virginia Code Section 18.2-308.2:2 restricts any person who is not a licensed firearms dealer to only one handgun purchase every thirty (30) days. An exception to this is when a handgun is lost or stolen and the owner deems it essential to replace the weapon.
1. *The SP-194 only needs to be completed if the victim is reporting the firearm as lost or stolen within thirty (30) days of purchasing the weapon and he/she is attempting to purchase a replacement for the lost or stolen weapon.*
- B. The SP-194 has instructions on the back for completing the form. The form is relatively simple and should be completed by the person taking the report.
1. The employee will complete the SP-194, and then give the original form to the complainant for delivery to the applicable firearms dealer as documentation of the lost or stolen handgun.
  2. The employee will note in the police report the fact that an SP-194 was completed and given to the victim, and document the unique number from the upper right corner of the form.

<b>10.8.18</b>	<b>VIRGINIA TERRORIST REPORT (SP-47 and APD-410)</b>
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- A. Pursuant to Virginia Code §52-8.5, the SP-47 form is used to report terrorist acts and hate crimes.
- B. The SP-47 is self-explanatory and must be completed when the following incidents are reported:
1. A criminal act committed against a person or his/her property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion or ethnic origin or which is committed for the purpose of restraining that person from exercising his/her rights under the Constitution or laws of this Commonwealth or of the United States,
  2. Any illegal act directed against any persons or their property because of those persons' race, religion or national origin, and
  3. All other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group because of race, religion or national origin.

**10.8.19 LOST OR STOLEN EXPLOSIVE MATERIAL OR DEVICE****A. Communication and Coordination Within The Department**

1. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), in the U.S. Department of Justice, is raising awareness among local law enforcement of the federal requirements for the storage of explosive materials and for the reporting of materials that have been lost or stolen.
2. Federal Law, 18 U.S.C. 842(k) states that any person who has knowledge of the theft or loss of any explosive materials must report such theft or loss within 24 hours of discovery to ATF and appropriate local authorities. State and local law enforcement officials should be sure to contact ATF whenever they have a report of a theft or loss of explosive materials or device.
3. Officers are to make a report (APD-7) whenever a loss or theft of explosive materials or explosive device is discovered or reported to them. It is the responsibility of the officer taking the report to notify the local office of The Bureau of Alcohol, Tobacco, Firearms and Explosives. The address for their local office is 7799 Leesburg Pike, North Tower, Suite 1050, Falls Church, VA 22043. Their phone number is 703-287-1110.
4. Officers are to document the name of the person notified and the time of notification in the narrative of the report.

**By Authority Of:**

**David P. Baker**  
**Chief of Police**